



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-034-21 Repost

Title: Planning Associate 1 School/Education Programs

Range/Title Code: P26/72630

Salary: \$70,008.56 - \$99,596.69

Position Number: 012031

Issue Date: November 4, 2021

Closing Date: November 18, 2021

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Finance and Business Services, Office of Fiscal Policy and Planning

Description:

Under limited supervision of a supervisory official in the Department of Education, assists in analyzing, developing, and maintaining operating and grants-in-aid budgets for state, federal, and other funding sources; assists in analyzing management systems and financial controls; assists in developing education programming by conducting analyses and evaluation of educational programs, surveys, needs assessments, and program fiscal data related to state and federal formula and discretionary grant applications and allocations; and/or assists in monitoring all financial areas for school districts; performs mandated regulatory functions.

May assist in developing, disseminating, and administering fiscal policy that guides all public school districts in accordance with SFRA and other fiscal statutes, administrative code, GAAP, and other state/federal requirements; may assist in providing technical fiscal guidance to school district personnel, public school accountants/auditors, other State departments, and county education office personnel; may assist in providing technical guidance to independent organizations required by statute or administrative code to request pre-approval of the Commissioner of Education in various fiscal matters; may assist in the administration of GAAP for public schools making appropriate policy decisions for statutory changes or revisions to GAAP; may assist with the administration, development, and testing of the fiscal components of school district budget submissions; may assist county office staff and school district staff with the fiscal components of school district budgets; may assist in crafting responses to the public, the legislature, and other governmental interests about school district fiscal policy and related fiscal issues; may provide support to county office personnel regarding other school district fiscal issues; does related work as required.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Public Administration, Educational Administration, Business Administration, Accounting, or a related field.

Note: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants may be substituted for the Master's degree.

Experience: Three (3) years of professional experience in school business management/accounting or private sector budgeting, accounting, or auditing.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website

<https://info.csc.state.nj.us/jobspec/72630.htm>

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.
Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

Forward a cover letter and resume electronically to:
resume2@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.